	DEPARTMENT OF EDUCATION - OFFICE OF FISCAL SERVICES REQUEST and NOTICE OF SOLE SOURCE		
	PART I - REQUEST FOR SC	LE SOURCE PROCUREMENT	
1.	1. TO: DOE Chief Procurement Officer (send completed original form to OFS Procurement and Contracts Branch) FROM: OCISS - SSB - Extended Learning Opportunities and Student Support (Name of School or Program) Pursuant to §103D-306, HRS and Chapter 3-122-81 through -87, HAR, the school/program requests sole source approval as follows below.		
2.	Island/District: Statewide or Oahu Hawaii Kauai Maui	3. Indicate one category: good Health/Human service service professional service construction	
4.	Brief description of the proposed purchase (attach addition Mediasite ML Recorder, SmartServe Customer A	al sheets if necessary): Assurance - RL Series - 1 year contract	
5.	Vendor Information	6. Term of Contract	
0.	Name: The Audio Visual Company	From: 2/28/2010	
	Address: 98-820 Moanalua Road	To: 2/28/2011	
7.	Total Cost: \$28,212.55	8. Prior Sole Source Approval No. (if any): SS D10-104	
9.	The goods, services, or construction has the following unique feature(s), characteristic(s) or capability(ies): (attach additional sheets if necessary): 1. Ability to record a presentation with video, audio and powerpoint elements at the same time and store it on a searchable database for retrieval through a web browser. 2. Video, audio and powerpoint editing capabilities. 3. Interfaces with the Mediasite EX video steaming server used by the Hawaii DOE.		
10.	The following explains why these unique feature(s), characteristic(s) or capability(ies) are essential to the school or program to accomplish its work: (attach additional sheets if necessary): 1. No other product has the unique ability to record 3 elements in a presentation, video, audio and powerpoint at the same time and also have it retrievable on a searchable database. 2. The Mediasite recorder is the only recording device that interfaces with the Mediasite EX video streaming server which is currently in use by the Hawaii DOE.		
11.	 The following other possible sources were investigated but do not meet our needs because: (attach additional sheets if necessary): No other product that has these capabilities. The Audio Visual Company is the only Hawaii based company that sells this product. A Hawaii based company is essential for timely product support to minimize downtime. 		

DOE Form 1, rev. 9/2009 (ref. SPO Form 1)

a. Procurement is available through only one source. b. All applicable statutory, administrative, policy and procedures have or shall be complied with. c. If this expenditure is subject to any other approval, a copy of that approval has been submitted to the DOE Procurement & Contracts Branch. d. This is or is not a one-time payment. e. This expenditure is is or is not an estimated amount. PART II - NOTICE OF SOLE SOURCE. The DOE school/program named below intends to purchase as a sole source, the goods, services, or construction (as described in the request above). The Chief Procurement Officer is in the process of reviewing this request. Inquiries and questions about this request may be directed to: Inquiries and questions about this request may be directed to: School/program: Extended Learning Opportunities and Student Support Address: 1122 Mapunapuna Street, Suite 201 Telephone No.: 837-8004 email address: dan_miyamoto@notes.k12.hi.us Procurement & Contracts Branch, OFS 94-275 Mokoula Street Room 200 Walpahu, Hawaii 98797 Telephone No.: 837-8004 email address: DOEprocure@notes.k12.hi.us Paserved for Procurement Office Use 13. Chief Procurement Officer's Comments Paserved for Procurement Office Use Approved Approved Approved Approved: Approved is contingent upon school/program obtaining the following certificates from the Vendor: 1) DOTAX Tax Clearance Certificate, 2) DURC certificate of Compliance, and 3) DCCA Certificate of Good Standing. Vendor may also obtain certificate, 2 in the Hawaii Compliance Express (HCE) online service by accessing the following website: http://wendors.ehawaii.gov/hce/splash/welcome.html If this is a one time payment or estimated amount, a contract must be executed and funds shall be certified (contract encumbered). School or Program must contact the DOE Procurement and Contracts Branch for assistance once receiving the completed and approved sole source form. Disapproved No Action	12. I hereby certify that the information provided above is to	the best of my knowledge true and served. I feet the sixth it			
b. All applicable statutory, administrative, policy and procedures have or shall be complied with. c. If this expenditure is subject to any other approval, a copy of that approval has been submitted to the DOE Procurement & Contracts Branch. d. This S or is not a one-time payment e. This expenditure S is or is not an estimated amount. Administrator's Signature & Title Donna Shirona. The DOE school/program named below intends to purchase as a sole source, the goods, services, or construction (as described in the request above). The Chief Procurement Officer is in the process of reviewing this request. Inquiries and questions about this request may be directed to: Inquiries and questions about this request may be directed to: Name/Title: Dan Miyamoto, ITV Specialist School/Program: Extended Learning Opportunities and Student Support Address: 1122 Mapunapuna Street, Suite 201 Telephone No.: 837-8004 email address: dan_miyamoto@notes.k12.hi.us Reserved for Procurement Officer, Department of Education Procurement & Contracts Branch, OFS 94-275 Mokuola Street Room 200 Waipahu, Hawaii 96797 Telephone Number: 806-675-0130 email address: DOEprocure@notes.k12.hi.us Reserved for Procurement Office Use 13. Chief Procurement Officer's Comments Reserved for Procurement Office Use 14 his is a one time payment or estimated amount, a contract must be processed through a Purchase Order. Sole Source Approval is contingent upon school/program be cited on the purchase order, and a copy of this completed and approved form must be submitted for payment. If not a one time payment or estimated amount, a contract must be executed and funds shall be certified (contract encumbered). School or Program must contract must be executed and Contracts Branch for assistance once receiving the completed and approved sole source form.	12. I hereby certify that the information provided above is, to the best of my knowledge, true and correct. I further certify that:				
c. If this expenditure is subject to any other approval, a copy of that approval has been submitted to the DOE Procurement & Contracts Branch. d. This Si sor is not a one-time payment e. This expenditure is or is not an estimated amount. ### PART I - NOTICE OF SOLE SOURCE The DOE school/program named below intends to purchase as a sole source, the goods, services, or construction (as described in the request above). The Chief Procurement Office is in the process of reviewing this request. Inquiries and questions about this request may be directed to: Name/Title: Dan Milyamoto, ITV Specialist School/program: Extended Learning Opportunities and Student Support Address: 1122 Mapunapuna Street, Suite 201 Telephone No 837-8004 email address: dan_miyamoto@notes.k12.hi.us ### Reserved for Procurement Office Use Approval Approved					
d. This is or is not a one-time payment e. This expenditure is is or is not an estimated amount. ### PART II - NOTICE OF SOLE SOURCE The DOE school/program named below intends to purchase as a sole source, the goods, services, or construction (as described in the request above). The Chief Procurement Officer is in the process of reviewing this request. Inquiries and questions about this request may be directed to: Name/Title: Dan Miyamoto, ITV Specialist School/program: Extended Learning Opportunities and Student Support Address: 1122 Mapunapuna Street, Suite 201 Telephone No.: 837-8004 dan_miyamoto@notes.k12.hi.us ### Reserved for Procurement Officer Use Telephone Number: 806-675-0130 email address: DOEProcurement Officer's Comments ### Reserved for Procurement Office Use Telephone No.: Approved Approved Approval is contingent upon school/program obtaining the following certificates from the Vendor: 1) DOTAX Tax Clearance Certificate, 2) DLIR Certificate of Compliance, and 3) DCCA Certificate of Good Standing. Vendor may also obtain certificates via the Hawaii Compliance Express (HCE) online service by accessing the following website: http://wendors.ehawaii.gov/hoe/splash/weicome.html If this is a one time payment or estimated amount, the payment may be processed through a Purchase Order. Sole Source Approval if					
e. This expenditure is not an estimated amount. Administrator's Signature & Title Dehna Shiroma Date	Procurement & Contracts Branch.	Procurement & Contracts Branch.			
Administrator's Signature & Title Denna Shiroma Date PART II - Notice OF SOLE SOURCE The DDE school/program named below intends to purchase as a sole source, the goods, services, or construction (as described in the request above). The Chief Procurement Officer is in the process of reviewing this request. Inquiries and questions about this request may be directed to: Name/Title: Dan Miyamoto, ITV Specialist school/Program: Extended Learning Opportunities and Student Support Address: 1122 Mapunapuna Street, Suite 201 Telephone No: 837-8004 email address: dan_miyamoto@notes.k12.hi.us Procurement Cofficer Department of Education Procurement & Contracts Branch, OFS 94-275 Mokuola Street Room 200 Waipahu, Hawaii 96797 Telephone Number: 808-675-0130 email address: DOEprocure@notes.k12.hi.us Approved					
Administrator's Signature & Title PART II - NOTICE OF SOLE SOURCE The DOE school/program named below intends to purchase as a sole source, the goods, services, or construction (as described in the request above). The Chief Procurement Officer is in the process of reviewing this request. Inquiries and questions about this request may be directed to: Name/Title: Dan Miyamoto, ITV Specialist School/Program: Extended Learning Opportunities and Student Support Address: 1122 Mapunapuna Street, Suite 201 Telephone No.: 837-8004 email address: dan_miyamoto@notes.k12.hi.us Telephone No.: Reserved for Procurement Officer Department of Education Procurement & Officer Department of Education Procurement & Officer Department of Education Procurement & Officer Soles Total Street Room 200 Waipahu, Hawaii 96797 Telephone Number: 808-675-0130 email address: DOEprocure@notes.k12.hi.us Reserved for Procurement Office Use 13. Chief Procurement Officer's Comments Reserved for Procurement Office Use 14. Approved Approval is contingent upon school/program obtaining the following certificates from the Vendor: Approval is contingent upon school/program obtaining the following certificates from the Vendor: Approval is contingent upon school/program obtaining the following certificates from the Vendor: Clearance Certificate, 2) DLIR Certificate of Compliance, and 3) DCCA Certificate of Good Standing. Vendor may also obtain certificates win the Hawaii Compliance Express (HCE) online service by accessing the following website: http://vendors.ehawaii.gov/hce/splash/welcome.html If this is a one time payment or estimated amount, the payment may be processed through a Purchase Order. Sole Source Approval #	e. This expenditure is or is not an estimated amount.				
PART II - NOTICE OF SOLE SOURCE The DOE school/program named below intends to purchase as a sole source, the goods, services, or construction (as described in the request above). The Chief Procurement Officer is in the process of reviewing this request. Inquiries and questions about this request may be directed to: Name/Title: Dan Miyamoto, ITV Specialist School/Program: Extended Learning Opportunities and Student Support Address: 1122 Mapunapuna Street, Suite 201 Telephone No.: 837-8004 an_miyamoto@notes.k12.hi.us Telephone No.: Reserved for Procurement Officer bear and address: DOEprocure@notes.k12.hi.us Reserved for Procurement Office Use 13. Chief Procurement Officer's Comments Approved Approval is contingent upon school/program obtaining the following certificates from the Vendor: Approval is contingent upon school/program obtaining the following certificates from the Vendor: Approval is contingent upon school/program obtaining the following certificates from the Vendor: Approval is contingent upon school/program obtaining the following certificates from the Vendor: Approval is contingent upon school/program obtaining the following certificates from the Vendor: Approval is contingent upon school/program obtaining the following certificates from the Vendor: Approval is contingent upon school/program obtaining the following certificates from the Vendor: Obtain certificate, 2) DLIR Certificate of Compliance, and 3) DCCA Certificate of Good Standing. Vendor may also obtain certificates via the Hawaii Compliance Express (HCE) online service by accessing the following website: http://vendors.ehawaii.gov/hce/splash/welcome.html If this is a one time payment or estimated amount, the payment may be processed through a Purchase Order. Sole Source Approval #	Duw M Fren	FEB \$ 2010			
The DOE school/program named below intends to purchase as a so is source, the goods, services, or construction (as described in the request above). The Chief Procurement Officer is in the process of reviewing this request. Inquiries and questions about this request may be directed to: Name/Title: Dan Miyamoto, ITV Specialist School/Program: Extended Learning Opportunities and Student Support Address: 1122 Mapunapuna Street, Suite 201 Telephone No.: 837-8004 email address: 1122 Mapunapuna Street, Suite 201 Telephone No.: Reserved for Procurement Officer, Department of Education Procurement & Contracts Branch, OFS 94-275 Mokuola Street Room 200 Waipahu, Hawaii 96797 Telephone Number: 808-675-0130 email address: DEProcurement Officer's Comments Reserved for Procurement Office Use Approved Approved Approved Approval is contingent upon school/program obtaining the following certificates from the Vendor: 1) DOTAX Tax Clearance Certificate, 2) DLIR Certificate of Compliance, and 3) DCCA Certificate of Good Standing. Vendor may also obtain certificates via the Hawaii Compliance Express (HCE) online service by accessing the following website: http://vendors.ehawaii.gov/hce/splash/welcome.html If this is a one time payment or estimated amount, the payment may be processed through a Purchase Order. Sole Source Approval is must be cited on the purchase order, and a copy of this completed and approved form must be submitted for payment. If not a one time payment or estimated amount, a contract must be executed and funds shall be certified (contract encumbered). School or Program must contact the DOE Procurement and Contracts Branch for assistance once receiving the completed and approved sole source form. Disapproved No Action	Administrator's Signature & Title Donna Shiror	Date			
Inquiries and questions about this request may be directed to: Name/Title: Dan Miyamoto, ITV Specialist School/Program: Extended Learning Opportunities and Student Support Address: 1122 Mapunapuna Street, Suite 201 Telephone No.: 837-8004 email address: dan_miyamoto@notes.k12.hi.us **Reserved for Procurement Officer*: DoEprocure@notes.k12.hi.us **Reserved for Procurement Office Use** 13. Chief Procurement Officer's Comments **Reserved for Procurement Office Use** Approved Approved Approved Approved Approved is contingent upon school/program obtaining the following certificates from the Vendor: 1) DOTAX Tax Clearance Certificate, 2) DLIR Certificate of Compliance, and 3) DCCA Certificate of Good Standing. Vendor may also obtain certificates via the Hawaii Compliance Express (HCE) online service by accessing the following website: http://vendors.ehawaii.gov/hce/splash/welcome.html If this is a one time payment or estimated amount, the payment may be processed through a Purchase Order. Sole Source Approval is must be cited on the purchase order, and a copy of this completed and approved form must be submitted for payment. If not a one time payment or estimated amount, a contract must be executed and funds shall be certified (contract encumbered). School or Program must contact the DOE Procurement and Contracts Branch for assistance once receiving the completed and approved sole source form. Disapproved No Action	PART II - NOTICE	OF SOLE SOURCE			
within seven (7) calendar days from the date this notice was posted, and shall be directed to: Chief Procurement Officer, Department of Education Procurement & Contracts Branch, OFS 94:275 Mokuola Street Room 200 Waipahu, Hawaii 96797 Telephone No.: 837-8004 dan_miyamoto@notes.k12.hi.us Reserved for Procurement Office Use 13. Chief Procurement Officer's Comments Reserved for Procurement Office Use Approved Approved Approved Approval is contingent upon school/program obtaining the following certificates from the Vendor: 1) DOTAX Tax Clearance Certificate, 2) DLIR Certificate of Compliance, and 3) DCCA certificate of Good Standing. Vendor may also obtain certificates via the Hawaii Compliance Express (HCE) online service by accessing the following website: http://vendors.ehawaii.gov/hce/splash/welcome.htm If this is a one time payment or estimated amount, the payment may be processed through a Purchase Order. Sole Source Approval # must be cited on the purchase order, and a copy of this completed and approved form must be submitted for payment. If not a one time payment or estimated amount, a contract must be executed and funds shall be certified (contract encumbered). School or Program must contact the DOE Procurement and Contracts Branch for assistance once receiving the completed and approved sole source form. Disapproved No Action	The DOE school/program named below intends to purchase as in the request above). The Chief Procurement Officer is in the p	a sole source, the goods, services, or construction (as described process of reviewing this request.			
Data Milyamoto, TIV Specialist School/Program: Extended Learning Opportunities and Student Support Address: 1122 Mapunapuna Street, Suite 201 Telephone No.: 837-8004 email address: dan_miyamoto@notes.k12.hi.us Reserved for Procurement Officer Separate Separ	Inquiries and questions about this request may be directed to:	Written objections to this Sole Source Notice must be received			
School/Program: Extended Learning Opportunities and Student Support Address: 1122 Mapunapuna Street, Suite 201 Telephone No.: 837-8004 email address: dan_miyamoto@notes.k12.hi.us Reserved for Procurement & Contracts Branch, OFS 94-275 Mokuola Street Room 200 Waipahu, Hawaii 96797 Telephone Number: 808-675-0130 email address: DOEprocure@notes.k12.hi.us Reserved for Procurement Office Use	Name/Title: Dan Miyamoto ITV Specialist	within seven (7) calendar days from the date this notice was			
Address: 1122 Mapunapuna Street, Suite 201 Telephone No.: 837-8004 email address: dan_miyamoto@notes.k12.hi.us Reserved for Procurement Office Use	School/Program: Extended Learning Opportunities				
Telephone No.: 837-8004 email address: dan_miyamoto@notes.k12.hi.us Maipahu, Hawaii 96797 Telephone Number: 808-675-0130 email address: DOEprocure@notes.k12.hi.us Reserved for Procurement Office Use	and Student Support	Procurement & Contracts Branch, OFS			
email address: dan_miyamoto@notes.k12.hi.us Telephone Number: 808-675-0130 email address: DOEprocure@notes.k12.hi.us Reserved for Procurement Office Use Approved	Address: 1122 Mapunapuna Street, Suite 201 Telephone No.: 837-8004				
Reserved for Procurement Office Use 13. Chief Procurement Officer's Comments Approved Approval is contingent upon school/program obtaining the following certificates from the Vendor: 1) DOTAX Tax Clearance Certificate, 2) DLIR Certificate of Compliance, and 3) DCCA Certificate of Good Standing. Vendor may also obtain certificates via the Hawaii Compliance Express (HCE) online service by accessing the following website: http://vendors.ehawaii.gov/hce/splash/welcome.html If this is a one time payment or estimated amount, the payment may be processed through a Purchase Order. Sole Source Approval #	·				
Approved Approved Approved is contingent upon school/program obtaining the following certificates from the Vendor: 1) DOTAX Tax Clearance Certificate, 2) DLIR Certificate of Compliance, and 3) DCCA Certificate of Good Standing. Vendor may also obtain certificates via the Hawaii Compliance Express (HCE) online service by accessing the following website: http://vendors.ehawaii.gov/hce/splash/welcome.html If this is a one time payment or estimated amount, the payment may be processed through a Purchase Order. Sole Source Approval # must be cited on the purchase order, and a copy of this completed and approved form must be submitted for payment. If not a one time payment or estimated amount, a contract must be executed and funds shall be certified (contract encumbered). School or Program must contact the DOE Procurement and Contracts Branch for assistance once receiving the completed and approved sole source form. Disapproved No Action					
Approved Approval is contingent upon school/program obtaining the following certificates from the Vendor: 1) DOTAX Tax Clearance Certificate, 2) DLIR Certificate of Compliance, and 3) DCCA Certificate of Good Standing. Vendor may also obtain certificates via the Hawaii Compliance Express (HCE) online service by accessing the following website: http://vendors.ehawaii.gov/hce/splash/welcome.html If this is a one time payment or estimated amount, the payment may be processed through a Purchase Order. Sole Source Approval # must be cited on the purchase order, and a copy of this completed and approved form must be submitted for payment. If not a one time payment or estimated amount, a contract must be executed and funds shall be certified (contract encumbered). School or Program must contact the DOE Procurement and Contracts Branch for assistance once receiving the completed and approved sole source form. Disapproved No Action	Reserved for Press				
Approval is contingent upon school/program obtaining the following certificates from the Vendor: 1) DOTAX Tax Clearance Certificate, 2) DLIR Certificate of Compliance, and 3) DCCA Certificate of Good Standing. Vendor may also obtain certificates via the Hawaii Compliance Express (HCE) online service by accessing the following website: http://vendors.ehawaii.gov/hce/splash/welcome.html If this is a one time payment or estimated amount, the payment may be processed through a Purchase Order. Sole Source Approval # must be cited on the purchase order, and a copy of this completed and approved form must be submitted for payment. If not a one time payment or estimated amount, a contract must be executed and funds shall be certified (contract encumbered). School or Program must contact the DOE Procurement and Contracts Branch for assistance once receiving the completed and approved sole source form. Disapproved No Action					
obtain certificates via the Hawaii Compliance Express (HCE) online service by accessing the following website: http://vendors.ehawaii.gov/hce/splash/welcome.html If this is a one time payment or estimated amount, the payment may be processed through a Purchase Order. Sole Source Approval # must be cited on the purchase order, and a copy of this completed and approved form must be submitted for payment. If not a one time payment or estimated amount, a contract must be executed and funds shall be certified (contract encumbered). School or Program must contact the DOE Procurement and Contracts Branch for assistance once receiving the completed and approved sole source form. Disapproved No Action	☐ Approved				
must be cited on the purchase order, and a copy of this completed and approved form must be submitted for payment. If not a one time payment or estimated amount, a contract must be executed and funds shall be certified (contract encumbered). School or Program must contact the DOE Procurement and Contracts Branch for assistance once receiving the completed and approved sole source form. Disapproved No Action	obtain certificates via the Hawaii Compliance Express (HCE) online service by accessing the following website:				
encumbered). School or Program must contact the DOE Procurement and Contracts Branch for assistance once receiving the completed and approved sole source form. Disapproved No Action	Source Approval # must be cited on the purchase order, and a copy of this completed and				
No Action	encumbered). School or Program must contact the DOE Procurement and Contracts Branch for assistance once				
Potrigic Homewate Committee to	☐ Disapproved				
Patricia Hamamoto, Superintendent & CPO	☐ No Action				
Patricia Hamamoto, Superintendent & CPO					
Patricia Harriamoto, Superintendent & CPO Date					

S.S. No.: SS P10-104